

Lyman-Dayton Fire Commission (FC)

Meeting Minutes July 23, 2015

Location: Goodwin's Mills Fire Station

Called to order 6:35pm

In Attendance:

Fire Commissioner – Jim Roberts, Don Hernon, Wendell Smith

Fire Chief Roger Hooper

FC Clerk- Michelle Ray

Absent: FC Paul Reynolds and FC Amos Gay

Handouts: Fire Chief's Quarterly Report 2nd Quarter; Expense Summary and Revenue Summary Reports for FY 14/15, dated 7/16/15

1. Meeting was recorded and will be placed on town websites.
2. June 18, 2015 Meeting Minutes and July 15, 2015 Special Meeting Minutes approved as amended.
3. Voting on officers postponed until August Meeting
4. Still waiting on replacement Lyman Fire Commissioner
5. FY 14/15 Budget
 - a. Efficiency Maine Rebate received and has been put in account.
 - b. Ambulance Fund - \$118,000 currently in account, \$24559 will be added from surplus to account
6. IRS Levy – Bill had been paid, waiting to hear from Treasurer Lisa Vargis about the \$50 to get the IRS forms.
 - a. Auditor requested last year's FC meeting minutes. (FC Secretary Don Hernon provided)
 - b. Lisa Vargas was able to obtain the W2's from GMFRA Treasurer Karen Gagnon.
 - c. Currently working with the auditor to get the \$900 back that was paid in IRS fines and penalties.
 - d. Both the Town of Lyman and GMFD are being audited by the same auditing firm.
7. EMS Billing Fees
 - a. Possible reduction in the percentage paid; Chief had not yet contacted. Waiting to see what the next level is for billing drop in fees.
8. Quotes from garage door companies for maintenance
 - a. Chief has looked at the past billing from the current company
 - b. Chief will call around when it comes time to have the preventative maintenance done to get quotes.
9. GMFR Personnel Policy changes: no further update

- a. FC Hernon and FC Gay want to talk to the Full Time fire fighters/EMTs for opinions. Still need to come up with a formula for PTO.
 - b. Personnel policy change back in March was for annual physicals; allowing members to use their own physician. Change has not been sent to the SelectBoards for approval; will be sent with the PTO changes when completed. Have until January 2016 before annual physicals are due again so will need to send out by October for approval.
10. Cardiac Monitor/Defibrillator
- a. Seven members of GMFD met on July 22, 2015 to compare/grade the Zoll and Lifepak monitors.
 - b. Recommendation was to purchase the Lifepak 15
 - 1. Pros: Big screen, storage, print location, accessory location, ease to clean, font size, area intercepts, double battery, less training
 - 2. Cons: Negative CPR feedback, larger unit size and weighs more
 - c. Either machine would be good but the Lifepak had more Pro's
 - d. Pro's and Con's for the Zoll
 - 1. Pros: Size and weight are smaller, has a PUC (CPR pad that measures CPR), multiple display, 12 lead display
 - 2. Cons: Area intercepts, screen size, paper size, accessory connections, soft bags, BP button, single battery, sub screens, BP cuff quality, non continuous recording
 - e. Replacement pad cost; Zoll defibrillator pads \$73.00 per set and Lifepak defibrillator pads \$23.00 per set
 - f. Zoll has the CPR pads that measure compressions during CPR that cost \$250.00 per each
 - g. Lifepak has a device that is similar to the CPR pads on the Zoll, that will measure the quality of compressions during CPR
 - h. Zoll operating cost are more expensive
 - i. Lifepak will record the entire event
 - j. Zoll will record only when a button is pressed telling the unit to record the event
 - k. Doctor will be able to review the entire incident
 - l. Financing for Five years:
 - 1. Lifepak: 60484.00
 - 2. Zoll: \$59400.00
 - m. Bid process was followed.
 - n. Chief Hooper recommends the Lifepak 15. Motion to go with Chief's recommendation. Approved
 - o. FC Secretary Hernon will send a letter to the SelectBoards with a copy of the paperwork to advise that the Chairs from each town will need to sign the lease financing forms.
 - p. Town Warrant Articles were done correctly to release the funds.
11. EMS Billing Matters
- a. Request for relief: \$82.38 remaining on the bill, patient has passed away; family is asking for the remaining balanced to be waived. Motion to waive remaining balance. Approved
 - b. Chief Hooper had someone stop by the station and asked for balance to be waived. Chief gave a card and advised to send a formal letter to request a waiver.
 - c. List of Bad Debts: Ready to go to collections July 2012 – July 2014 total \$25,756.37. Four letters are sent from the billing company requesting payment. Billing company will work

- with patients to make payment arrangements; none have contacted to make those arrangements.
 - d. Collection agency gets 30% of amount collected. Nothing is paid to the agency if nothing is collected.
 - e. List from the Thomas Agency already in collections totaling \$30,000.00. Total collected is \$914 and \$274.00 paid in fees
 - f. Motion to authorize list of bad debt be sent to collections. Approved
12. Engine 83
- a. Cause of truck listing problem has been found. Bracket was set to low. Truck will go to East Coast for repair. East Coast has already looked at the truck and sent information and pictures to Pierce. Repair procedure has already been figured out.
 - b. Left rear roll out tray bows with tools on it; a third rail will be added.
 - c. Four training classes have been held; qualifications have been made for all
 - d. All tool mounts are on
 - e. Truck will be ready to go into service after warranty work and training is completed. Should be in service the beginning of August.
 - f. \$1800.00 grant was used to purchase all the tool mounts.
13. Quarterly Report:
- a. All EMS Protocol updates done before July 1, 2015 deadline.
 - b. Ladder 82 maintenance work is in the budget except for the pump/road change over
 - c. Minimum Activity Requirement Level: Only three members did not meet the minimum required
 - d. FC Secretary Hernon will send Quarterly Report to the SelectBoards for informational purposes.
14. Changes to Hospital provided medical supplies and drugs
- a. Supplies will not be provided after 2017; GMFD will have to purchase
 - b. Drugs will not be proved after 2018; GMFD will need to make arrangements with a Pharmacy
 - c. Need to have a medical director to write prescriptions for the drugs to have on the Ambulances.
 - d. Currently have to keep a drug log; accountability is already in place
 - e. Chief Hooper already has a procedure in place that has been sent to Maine EMS for approval.
 - f. Chief Hooper is already looking in to the financials of these changes
15. EMS Regional Administration
- a. Currently working with Atlantic Partners EMS
 - b. GMFD gets an assessment based on run volume, licensing support and QA's
16. EMS Investigation:
- a. July 2, 2015 individual met with the State Board, the minutes have not yet been posted. State went along with the corrective action decided on by the Fire Commission.
17. Lighting project:
- a. Project is complete
 - b. Back outside light timer has been corrected
 - c. Quote for the remaining building is being put together.

- d. Electric bill 501kw hours down over last year; July 2015 compared to July 2014.
 - 18. Plymovent has been repaired
 - a. Repair was covered under the warranty and is back in service
 - b. Service contract will cost \$600.00 per year; Chief feels we need to have this contract due to the complexity of the system.
 - c. FC would like to look if we can get a regional discount if all fire departments in the area sign on for this service contract; Chief will look in to this.
 - 19. Hiring Process:
 - a. One call force member – Jamie Mouzas is a Fire Fighter 2
 - b. One for the volunteer observer program
 - c. Shawn McDunna wants to get involved, but not as a first responder. Community involvement only. Interested in the Community outreach.
 - d. Full Time Hiring List
 - 1. Jacob Cole
 - 2. Rocky Sanfilippo
 - 3. Jeffery Sargent
 - 4. James Gambino

Full time hiring list will expire July 31, 2016. Motion to approve. Approved

 - e. One individual put in an application but did not show for the interview or the PAT; came by to apologize to Chief due to an issue. Chief will bring on the volunteer observer program to start.
20. Apparatus:
 - a. All trucks have been sent out this month or Inspection stickers and annual maintenance
 - b. August 3, 2015 Ladder 82 will go to East Coast for maintenance
21. State Police:
 - a. Vehicle was broken down on Route 35; State Police called to have GMFD relieve him. GMFD called dispatch to see when he would be returning and was advised that the Trooper had already gone home. Chief called and spoke with the Sergeant; was advised that this should not have happened.
 - b. Chief has requested information and a timeline of the incident
 - 1. Was there another call?
 - 2. Where?
 - 3. How long?
 - c. Other areas that are patrolled by State Police are having the same issues
 - d. GMFD has been told on numerous occasions that we cannot get a trooper when needed.
 - e. This is a safety matter for all members.
22. Route 111
 - a. Will be down to one lane for eight to ten weeks
 - b. There will be an informational meeting on this
 - c. Maine DOT will be putting in culverts, turning lane, and a light at the Hill Rd intersection
23. New Business
 - a. FC Secretary has a copy of Lyman FC John Huoy's letter of resignation dated June 19, 2015. Letter was accepted by Lyman Select Board on June 29, 2015

- b. After GMFR Budget meeting Lyman did pay raises for Town employees but not for GMFR employees; FC Hernon suggests looking at GMFR pay raises as part of next budget cycle
- c. Select Boards requested quarterly joint meeting; May was the last one. Suggestion for end of August/beginning of September

24. Next regular FC meeting will be August 20, 2015 6:30pm at GMFD

25. Meeting adjourned 8:16pm

Minutes recorded by FC Clerk Michelle Ray